



Equality & Diversity Policy and Procedure

Version control & Distribution

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Equality and Diversity Policy

'Plane Training is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees/contractors and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each member of our organisation will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees/contractors, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When 'Plane Training selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

'Plane Training is committed to challenging discrimination and promoting social inclusion and equality of opportunity. We reconfirm a commitment to equality of opportunity and avoidance of discrimination with all groups covered under the Equality Act of 2010 but also aim to include actual or potential learners who may be, or feel, disenfranchised from a process/situation by other factors.

'Plane Training's Commitment:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment and to discipline those that breach this policy.
- To make training, development and progression opportunities available to all staff.
- To promote equality in the workplace, which [company name] believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

'Plane Training's Procedure:

'Plane Training will inform all employees/contractors that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

In addition:

- We ensure that any recruitment practices, including entry requirements, take account of the potential for anti-discrimination; we publish our commitment to equality in any materials promoting our training.
- We use our recruitment and learner review processes to actively identify those who may be vulnerable to discrimination.
- When recruiting we ensure:
 - We understand the physical and intellectual demands of the training programme and any risks to success.
 - We provide opportunities for individuals to identify support needs.
 - We provide the training team with details of support needs identified.
- We work with learners to determine any specific support needs they may have by:
 - Asking them to complete a self-declaration.
 - Encouraging our instructors to reviewing learner progress with a view to identifying specific learning needs.
- We ensure our induction and review processes for instructors and learners include reference to this policy and anti-discriminatory practice.
- We are inclusive in the way we provide support and endeavour not to highlight to others any individual's support needs. We will ensure that details of support needs and support provided is recorded and documentation is retained for 6 months following end of employment.
- We actively work with individuals to remove, where practicable, barriers to achievement. Details of any special considerations and reasonable adjustments will be recorded and made available to the CAA if requested.
- We use our recruitment and learner review processes to review the provision of resources needed to support learning and assessment and ensure we have in place appropriate physical resources needed to support learners.
- We maintain confidentiality of any learner information related to additional support needs.

- We monitor our compliance with this policy by collecting data through learner and employee applications, feedback and outcomes.
- 'Plane Training will provide our trainers/contractors with the expertise needed to comply with this policy. All stakeholders will be advised from induction on where to find the policy and regular relevant updates will be circulated via email.
- 'Plane Training equality and diversity policy is fully supported by senior management.

The IQA is responsible for any communication relating to this policy.

Any incident arising from a process highlighted to be deemed unfair, will be taken seriously and investigated within 7 days from the date reported. Outcome of such investigation will be communicated within 14 days of completion.

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

All of our policies are published on our website.